Using Contributions @ Home

To use the Take Home Packet of data on an alternate computer, you must install the
Contributions @ Home program on that computer.

*Contributions @ Home is included on your Membership Plus Deluxe install
CD as a separate install program.*

Creating the Take Home Packet

1.   From the Membership Plus File menu, choose Contributions @ Home, then choose Create a Take Home Packet from the submenu.

2.   Enter a password in the Password field and retype the same password in the Confirm Password field.

3.   To "mask" the password, that is, display it as: *****, click the Mask Password check box. With this option selected, the password will be masked when it is opened in Contributions@Home.

4.   Click the Next button to continue.

5.   Indicate the location to which you want to save the Take Home Packet file.   You must save the file to a media type that is transferable and one that is compatible with both computers.

6.   Select Finish.

7.   As the program is creating the packet, you will see a progress bar. Once it shows complete, select OK.

The Take Home Packet file will have a .PAK extension. It is now ready to import into the Contributions@Home program on your alternate computer. Once you have completed your work, follow the steps above to create the file that will be imported back to the office computer.

Importing the Take Home Packet

1.   From the Membership Plus File menu, choose Contributions@Home, then choose Import a Take Home Packet from the submenu.

2.   Indicate the path or location where the Take Home Packet file is located. (Look for Return.pak) Click the Browse button to select the path. Remember, the file will have an extension of .PAK.

3.   Select Next to continue.

4.   Enter the password used to create the Take Home Packet in the Packet Password field, and click Next to continue.

5.   Indicate the path or location where the data set to be merged is located. Click the Browse button to select the path.

6.   Select Finish.

7.   As the program merges the Take Home Packet file with the primary data, you will see a progress bar. Once completed, click OK.

The new data from your Take Home Packet is now merged back into its original data set.